



Office of the City Clerk

August 1, 2015

2015 Candidates,

Welcome and thank you for your interest in Morrow city government. The City of Morrow is governed by a Mayor and four (4) Councilmembers, who each run "at large" and are elected by a city-wide majority vote of the electors. The city elections are nonpartisan; i.e. candidates do not run as members of a particular political party, and their individual party affiliations are not relevant to their positions in city government. Elected officials serve for terms of four (4) years and until their respective successors are elected and sworn in.

The Mayor and City Council determine policies, enact legislation and provide political leadership in the community. Council meetings are held on the second and fourth Tuesday of each month at 7:30 p.m. with a Work Session prior to Regular Meeting beginning on second Tuesday at 5:30 pm and fourth Tuesday at 6:30 pm in the City Hall Council Chambers, unless otherwise notified.

Please review the materials provided for qualifying to run for office in the November 3, 2015 General Election. This November, municipal voters will elect a Mayor and two (2) City Council seats. As the Election Superintendent of City of Morrow, I am the "Qualifying Officer" for the City and will be the person to receive your Notice of Candidacy and Affidavit. The qualifying dates will be Monday, August 31, 2015 through Wednesday, September 2, 2015. The hours of qualifying will be from 8:30am to 12:00 noon, and 1:00pm to 4:30pm and shall be conducted in the Office of the City Clerk, 1500 Morrow Road, Morrow, Georgia 30260. The qualifying fee for the office of City Council is \$270.00 which is 3% of the total gross Councilmember salary of the preceding year. The qualifying fee for the office of Mayor is \$432 which is 3% of the total gross Mayoral salary of the preceding year.

Certain documents are required to be filed with the **Georgia Government Transparency and Campaign Finance Commission**, or **GGTCFC** (formerly known as the State Ethics Commission). Their website address is <http://www.ethics.ga.gov> and candidates should familiarize themselves with all forms, publications and the requirements of candidacy for public office.

Items to complete and return to the City DURING the qualifying period:

- Notice of Candidacy and Affidavit
- Payment of Qualifying fee (cash or check) (A “bounced” check from a candidate disqualifies the candidate from qualifying for the office unless error was made by bank, credit union, or other financial institution and notification of error was received by superintendent within two weeks after the deadline for qualifying.)

For your information, enclosed in this packet, you will also find:

- City of Morrow Code of Ethics Ordinance
- Newly Elected Officials training information (for successful candidates)

Online resources and references:

There are important documents and deadlines pertaining to all candidates for public office. Failure to adhere to the policies and filings as required by the GGTCFC may result in monetary fines. For detailed information visit:

<http://www.ethics.ga.gov>. Some of the most common forms are explained below.

DOI – (Declaration of Intent) to accept Campaign contributions (which must be filed with the City Clerk prior to accepting contributions); **All candidates must file the DOI regardless of whether any money will be raised or spent;**

PIN Application - all filings may be done electronically and a Personal Identification Number is needed for electronic filing;

CCDR – (Campaign Contribution Disclosure reports). In 2015, the report must be filed on the following dates and may not be filed prior to the due date:

September 30 -CCDR must be filed between September 30th – October 7th

October 25 -CCDR must be filed between October 25th – October 30th

December 31 -CCDR must be filed between December 31, 2015 –

January 8, 2016.

All candidates must file reports, regardless of whether any money was raised or spent;

PFD (Personal Finance Disclosure reports) – A Personal Financial Disclosure must be filed with the City Clerk within 15 days of qualifying or significant fines will be imposed. The form may be filed electronically using a PIN number requested from the GGTCF or by certified or registered mail. (A PIN application is included in this package.)



Office of the City Clerk

All DOI's, CCDR's and PFD's are to be filed with the City Clerk. – It is your responsibility to make sure that documents were received by the City Clerk. If you have questions concerning the form please notify Maria Bazile, Compliance, Information and Training Manager at the Georgia Government Transparency & Campaign Finance Commission at 404.463.7740 or MBazile@ethics.ga.gov

Once qualifying closes, all candidate names and the seat they are seeking will be posted on the City website. Please be aware that newspapers will generally request this information and publish it as well. Please provide email address, telephone information and advise us whether this information is permitted to be listed on our website so that voters may also contact you directly. We will not post any of this information unless personally provided by each candidate. If you would like a picture to accompany your contact information, please provide a digital headshot photo for this purpose.

Please do not hesitate to contact me with any questions at 678.902.0928 or viettran@cityofmorrow.com.

Thank you and wish you all the best for 2015 election.

Sincerely,

Viet Tran, City Clerk/Elections Superintendent

**To: Viet Tran, City Clerk/Elections Superintendent of City of
Morrow, State of Georgia.**

**NOTICE OF CANDIDACY AND AFFIDAVIT
CITY OF MORROW, GEORGIA**

I, the undersigned, being first duly sworn on oath, do depose and say: That my name is:

_____;

That my residence' address is _____
(Number) (Street) (City)

(County) (State) (Zip Code)

that my post office address is (if different)_____;

that my telephone number(s) are _____;
(home) (cellular)

my profession, business, occupation (if any) is _____;

that I am an elector of the City of Morrow, eligible to vote in the election in which I am a candidate; that the name of the office I am seeking is _____ (Council or Mayor); that my date of birth is _____; that I have been a legal resident of the State of Georgia for _____ years; that I have been a legal resident of the City of Morrow for _____ years; that I am a citizen of the United States; that I am eligible to hold such office; that I am a candidate for such office in the City of Morrow election to be held on the ____ day of _____, 20____; that I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude and conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted, that my civil rights have been restored; and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; and that I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to own those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec II paragraph III); and that I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

1. I desire that my name appear on the ballot as follows (the surname of the candidate shall be as it appears on the Candidate's voter registration card) (PLEASE PRINT CLEARLY):

Should I be elected, I desire that my name appear on official documents as follows:

2. Check one:

(a) ☐ I hereby render cash ☐ check in the amount of \$_____.

NAME OF BANK:_____ CHECK NUMBER:_____

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d), in lieu of paying the qualifying fee.

(b) ☐ I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § Sec 21-2-153(a.1), in lieu of paying the qualifying fee.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

(Signature of Candidate)

Sworn to and subscribed before me this _____ day of _____, 20____.

(Notary Public)

_____ (Required by OCGA § 21-2-132)

My commission expires: _____

State Mandated Training for Municipal Elected Officials -

Newly Elected Officials Institute (six hour course)

The Georgia General Assembly passed legislation (O.C.G.A. 36-45-1) requiring all persons elected as members of a municipal governing authority who were not serving as members of a municipal governing authority on July 1, 1990 to attend and satisfactorily complete a training program specifically designed for newly elected municipal officials. The Georgia Municipal Association and the University of Georgia's Carl Vinson Institute of Government are pleased to provide this required training to Georgia's newly elected municipal officials.

The Newly Elected Officials Institute provides an opportunity for Mayors and Councilmembers to increase their knowledge and understanding of city government, especially as it relates to the role and responsibility of the elected official. The training provides information designed to increase the awareness of the legal, financial and ethical responsibilities of city officials. Further, the course provides six hours of credit toward the voluntary training certificate program available through the Municipal Training Institute.

Municipal elected officials that have served before and have been re-elected are required to take the Newly Elected Officials Institute again if they have been out of office for more than four years. The Newly Elected Officials Institute is offered annually, generally in February or March. -See more at:

<http://gmanet.com/Training-Events/Training-Program/Newly-ElectedOfficials-Institute.aspx#sthash.ESmZi8NN.dpuf>

See more at: <http://gmanet.com/Training-Events/Training-Program/Required-Courses.aspx#sthash.HBhzC2cs.dpuf> or contact Alan Dickerson at 678.686.6213.